

LARCH CORRECTIONS CENTER

VISITATION PROGRAM

(PERSONAL VISITS/EXTENDED FAMILY VISITS)

1. GENERAL VISITOR INFORMATION

- Within the institution's duty and obligation to maintain a secure and safe environment for staff, visitors, and offenders, visits will take place in a pleasant environment. There are security measures we must take prior to allowing your visit to occur. The following is a basic outline of what to expect and what is expected of you and your visitors. It is your responsibility to be familiar with and abide by the rules. All laws of the state of Washington are to be followed while your visitors are on the premises.

2. PARKING

- The designated parking area for visitors is located in the lower parking lot just above the visiting area. Overflow parking is available above the main institution gate. Visitors will enter the grounds through the main institution gate. Visitors will stop at the gate and ring the call box stating they are at the facility for visitation. The gate will be raised for entry and visitors will then park in the designated area. The control officer will direct visitors with state approved handicap parking permits to handicap accessible parking.
- All persons and/or vehicles entering LCC grounds are subject to search. It is a violation of law to bring on the grounds any intoxicant, narcotic, dangerous drug, firearm, explosive, or dangerous weapon. Any person knowingly possessing a deadly weapon, narcotic drug, or controlled substance while on LCC premises is guilty of a felony. Violators will be prosecuted under RCW 72.23.300.
- All visitor vehicles must be secured, locked, and vacated while on state property. Under no circumstances will minors or pets be left in vehicles unattended, nor will vehicles be left running unattended for any reason.

3. VISITING HOURS

- Visiting hours are as follows:
 - ❑ **Saturdays, Sundays, and State Holidays**
7:30 a.m. to 10:30 a.m.
1:00 p.m. to 4:15 p.m.

4. PROCESSING OF VISITORS

- When your visitor(s) reaches the visit check-in area, they will be asked to place all personal items in the lockers located in the Public Access area. This includes all personal jewelry except for a wedding band and/or a religious medallion. Your visitor(s) may wear a medical alert bracelet or necklace. Visitor(s) may not wear excessive or non-searchable jewelry. The only items allowed into the visiting area will be ten dollars (\$10.00) in quarters per person for use in the vending machines and a locker key. Only persons on your visiting list, or approved for a special visit, and in possession of proper identification will be allowed to visit.

- A parent or legal guardian must accompany all children under the age of eighteen (18). Proof of guardianship, in the form of a court document, must be provided prior to approval for visitation. Any exceptions for children not accompanied by the parent or legal guardian must be approved in advance.
- Information on your visiting list is confidential and will not be released to others, except through the Public Disclosure Laws.
- Persons who are not US citizens must provide proof of legal entry into the United States. Only documented aliens will be permitted to visit. Documentation may include: work permits, passports, travel permits, tourist visa, or any other documentation that can be validated by the U.S. Department of Justice, Immigration, and Naturalization Service, U.S. Customs and/or the Alien's Consulate.
- All visitors must enter and leave through the institution visitor access area. Your visitors may not arrive more than fifteen (15) minutes before the visiting session begins. Visitors may not wait in their cars within 1 mile of the facility before the fifteen-minute arrival time.

5. SEARCHES

- Staff may search everyone coming into the Visiting Room. Officers of the same sex as visitors will conduct the search. Persons who refuse to be searched will be asked to leave and may have future visit privileges suspended.

6. SMOKING

- There is no smoking, chewing tobacco or chewing gum allowed in the facility.

7. DRESS STANDARDS FOR OFFENDERS

- Offenders reporting to the Visiting Room must be appropriately dressed. Clothing shall be clean and presentable. Shirts must be buttoned, except for top two buttons, if button type. All shirts must be tucked in. The following clothing is allowed:
 - ☐ Shirts with collars (button up and pullovers);
 - ☐ Slacks or jeans;
 - ☐ Boots or shoes, and socks;
 - ☐ Unlined belts;
 - ☐ Religious headgear; if previously approved in writing by the Chaplain.

The following property is allowed for offenders:

- ☐ One wedding ring (band style);
- ☐ One religious medallion;
- ☐ One comb (no hair brushes);
- ☐ One handkerchief;
- ☐ One medical alert bracelet/necklace, if required;
- ☐ One pair prescription glasses (no sunglasses or glass cases);
- ☐ Offender ID Tag.

8. DRESS STANDARDS FOR VISITORS

- Dress standards are necessary to ensure the safety and security of visitors and offenders, to promote a non-offensive, family-oriented environment, and provide efficient processing of visitors. Therefore, only clothing that is conservative, modest, and meets these standards will be acceptable.
- The following guidelines apply to all visitors. Visitors who do not meet the dress standards, as determined by the Superintendent/Designee, will not be permitted to visit.
- **General Guidelines:**
 - ❑ All clothing must be clean and in good repair. All buttons or closures must be fastened to the degree necessary to maintain modesty.
 - ❑ All visitors must wear socks, stockings, or pantyhose.
 - ❑ Undergarments must be worn.
 - Male visitors must wear boxer shorts, briefs or long underwear.
 - Female visitors must wear underpants and brassieres. Pantyhose, leotards or nylons, and underpants must be worn with dresses or skirts.
- **Clothing Not Allowed:**
 - ❑ Any clothing item or shoes with holes, rips or tears.
 - ❑ Low-cut (exposing undergarment, cleavage, back).
 - ❑ Sheer, transparent or mesh fabrics (other than hosiery).
 - ❑ Tight-fitting clothing.
 - ❑ Clothing that refers to obscenity, alcohol, drugs or sex in any form.
 - ❑ Culottes, shorts, cut-offs, halter tops, tank tops, sleeveless blouses or shirts.
 - ❑ Thongs or shower shoes, slippers, sandals, backless/toeless shoes or quilted snow style boots or shoes.
 - ❑ Dresses or skirts with hemlines higher than 3 inches above the center of the knee or slits higher than 3 inches above the center of the knee.
 - ❑ Wrap around clothing with full-length openings or skirts too tight to allow officers to easily search the inner leg.
 - ❑ Camouflage clothing of any type.
 - ❑ Bibbed attire.
 - ❑ Money belts or belts with compartments.

- ☐ Personal jewelry or non-searchable jewelry (except for a wedding ring, religious medallion, and/or a medical alert bracelet or necklace).
- ☐ Headgear or excessive hair ornamentation, unless medically or religiously required and written verification is provided.
- ☐ Visitors should not wear clothing that is difficult to search (excessive pockets, padding, and layered outer garments).
- ☐ Any item considered a threat to the security and safety of offenders, visitors or staff, as determined by the Superintendent/Designee.

9. MEDICATION

- If a visitor requires daily medication(s), i.e., insulin, heart medication, asthma, etc., the visitor may bring the needed medication and place the medication in a locker. A visiting officer will escort the visitor to his or her locker so they may take their medication when needed/required.

10. IN THE VISITING ROOM

- You and your visitor may briefly (45 seconds or less) embrace and kiss at the beginning and the end of your visit. You may hold hands during your visit, but not below the table. Displays of affection that may be offensive or embarrassing to others will not be permitted. Offenders and visitors are not allowed to move from table to table.
- You may not engage in conversation with other offenders or their visitors.
- Because of limited visiting space, four adults will be allowed as part of your visiting group. If the Visit Room reaches capacity and there are more visitors arriving, offenders will be asked to leave on a first in, first out basis. Each offender will receive a minimum of two hours of visiting per day before his visitors are asked to leave.
- The visitor's restroom is clearly marked. The adult visitor must accompany children using the restroom. No loitering in the restroom is allowed.
- Coin-operated vending machines are available for use in the Visiting Room. Offenders may not take any food or coins back into the institution at the end of the visit. Offenders are not allowed to handle money.
- Visitors using restrooms are subject to search.
- Rules are subject to change. Changes will be posted in living units and the Visiting Room.

11. CONDUCT DURING VISITS

- All offenders and visitors are asked to remember that they are in a public place and to give maximum consideration to others who are in the area. The following is prohibited:
 - ☐ Abusive or profane language.
 - ☐ Loud, boisterous, or inflammatory behavior.

- ❑ Sexually provocative language, notes, or conduct, excessive body contact (“necking, “petting”, and other similar behaviors) will result in the termination of the visit.
- ❑ No feet will be placed on the walls or furniture.
- ❑ Draping of arms or legs over the tables or one another.
- A five (5) minute warning will be given at the end of visit hours. Visitors must depart the institution grounds immediately. Couples will use common sense when leaving. Hands shall be kept in plain sight and above the waist. Nothing beyond kissing and embracing is allowed.

12. QUESTIONS REGARDING VISITING PROCEDURES

- If you have questions regarding the visit procedure, submit a note to your counselor or the Visit Officer.

13. INFANTS AND CHILDREN

- Quilted fabrics are not allowed. Infants may be wrapped in a receiving blanket. If necessary, due to the age of the child, the visitor may also bring three (3) diapers, two (2) clear plastic bottles filled with juice or formula, one (1) small plastic bowl, and a plastic teether. Any baby food/baby cereal in jars/containers must be factory sealed. No glass containers are allowed in the visiting room. All items must be in a clear plastic sack.
- Visitors will not be permitted to bring in infant seats or diaper bags.

14. CARE OF CHILDREN DURING VISIT

- Children are important visitors but are sometimes disruptive if attention is not given to their activities. A play area is provided and the following guidelines will be enforced for the good of all concerned.
 - ❑ Offenders may check out available items from Visiting Room staff. Please return them after use.
 - ❑ Your children may play with other children in the play area, but must be under your direct supervision at all times. An offender may play with his children, but not the children of other visitors.
 - ❑ The indoor play area may not accommodate all the children wanting to play. If this occurs, please restrict the playing area time of your children so other children may play in the area.

15. LOST AND FOUND

- Lost and found items are kept in the Visit Office. If the item is unclaimed after sixty (60) days, it will be transferred to the Property Room for disposal.

16. EXTENDED FAMILY VISITS (EFV)

- Check with your Classification Counselor as to the initial application/approval process within your unit.

- General Information

- ❑ Extended Family Visiting may occur on any day of the week. Check-in and check-out time is 11:00 a.m., unless approved otherwise by the Silver Star Unit CUS or designee.
- ❑ When an EFV application has been approved and a visit scheduled, the Visit Officer will generate and distribute a memo, providing written notification of the approved/scheduled visit, to the offender, with a copy to the Control Room, Records Office, Kitchen, Medical Department, visitor, and the offender's Classification Counselor.
 - The assigned Classification Counselor will check for any recent infractions, transfer orders, or any other circumstance that may affect the scheduled visit.
- ❑ Each visitor is responsible for providing the EFV Coordinator with a current mailing address.
- ❑ There will be no rescheduling of an extended family visit based on cancellations. Once an offender is scheduled for a visit, no change in dates will occur unless approved by the Silver Star Unit CUS/designee.
- ❑ Failure to pay the EFV fee will result in cancellation of the visit.
- ❑ Extended Family Visits will not exceed 48 hours in duration.

- EFV Rules And Responsibilities

- ❑ Curfew for the EFV unit is 9:00 p.m. to 8:00 a.m. Offenders and visitors are to be inside their assigned EFV unit during that time.
- ❑ Offender participants in the EFV Program will be strip searched by staff prior to entering and leaving the family visiting area. Offenders will provide a urine sample prior to and after each visit under the conditions stated on form DOC 13-074 Urinalysis Consent.
- ❑ At the conclusion of an EFV, the EFV unit is to be in the same condition as it was when the visit began. Prior to the scheduled conclusion of an EFV, the offender who has been participating in the visit will ensure the following tasks have been completed:
 - Remove sheets, towels, etc., and ready them for the laundry by placing them in a pillowcase and placing the pillowcase on the front step of the unit.
 - Place garbage in the container provided and leave the container on the front step of the unit.
 - Wash and put away all dishes, pots and pans.
 - Scrub and disinfect the bathroom fixtures and floor.
 - Clean and/or wash in hot, soapy water any toy used.
- ❑ Offenders may be held responsible for damage done during visiting. Cancellation of future visits may be considered.

- EFV Fee Collection

- ❑ A five-dollar per night fee is applicable for all extended family visits.

- ❑ Payment of the EFV fee:
 - You must complete and submit form DOC 07-012, Inmate Request to Transfer Funds Outside Institution, with your request for an EFV. A hold will be placed on the fee in your spendable account. If your family member chooses to pay the fee, they must pay by money order or cashier's check, made payable to the LCC Welfare Betterment Fund and mailed to the LCC Business Office prior to the beginning of the visit. If your family member pays the fee, the funds placed on hold in your account will be returned to your spendable account. If your family member does not pay the fee, the funds placed on hold in your account will be transferred to the Welfare Betterment Fund.
- ❑ For additional information regarding the EFV Program, please refer to DOC 590.100, Extended Family Visiting, located in the library. You may also refer questions to your counselor or Visiting Room staff.